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NO CHANGE IN CLASS

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DDA Memo, 4 Apr 77

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16 December 1957

MEMORANDUM FOR: Office of Security Deputies, Staff Chiefs
and Division Chiefs

SUBJECT: Office of Security Mission and Functions
(Internal Revisions)

1. Certain transfers of functions within the Office of Security have been approved by the Director of Security and have been accomplished as set forth below:

a. Within the Personnel Security Division, the functions of conducting exit interviews and servicing name checks by other government agencies have been transferred from the Clearance Branch to the Employee Activity Branch.

b. Within the Administration and Training Staff, the former Administration and Support Branch has been divided into two branches, identified as the Budget and Fiscal Branch and the Records and Services Branch.

2. Revised pages recording and reassigning the functions in the branches mentioned above are attached for insertion in your copies of the Office of Security Statement of Mission and Functions dated 3 September 1957, which was issued by the Director of Security under date of 10 September 1957.

Pages 6 and 6-A, attached hereto, replace page 6 dated 3 September 1957.

Pages 18, 19 and 20, attached, replace pages 18, 19 and 20 dated 3 September 1957.

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Executive Officer

Attachment

Distribution:

Deputies, Staff Chiefs
& Division Chiefs

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